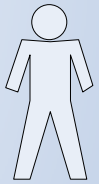
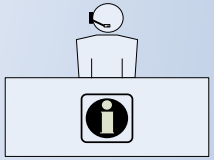
# Merit Hiring Process Overview

## Applicant



- Review Vacancy Announcements
- Complete Application
- Submit Application to the Personnel Cabinet and Meet with a Counselor
- Complete Merit Exams, When Appropriate
- Provide Additional Documentation, as Required

## Personnel Cabinet



- Post Vacancies
- Review Applicant Based on Desired Position
- Rank and Place Qualified Applicants on Register
- Send Certified Registers to the Requesting Agency
- Process Agency's Selected Candidate and Complete Appointment

## Hiring Agencies*

- Vacancy is Created and Approved
- Determine Type of Register (Competitive or Internal Mobility)
- Submit Exemption to Hiring Freeze Form and P1 to the Personnel Cabinet
- Complete Applicant Interview Process
- Return Completed Register to the Personnel Cabinet, Approving and Identifying the Recommended Appointment and Other Actions

**If Needed**

(*includes personnel Cabinet)

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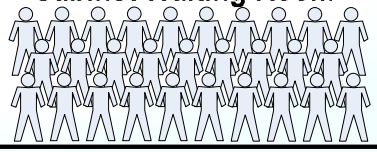
# Merit Hiring Process Overview

**Applicants Fill Out Application and Wait in Personnel Cabinet Waiting Room**



Average waiting time to see a counselor is 1-2 hours

**Counselors Determine if Applicants Meet Minimum Requirements**

Average time in the Counselor's office is 10-20 minutes
Additional waiting time for tests is 5-10 minutes

**Application Routed through Proper Channels Based on Three Selection Method Types**

| Qualified | Training & Experience | Written (Tested) |
|---|---|---|
| 74% | 10% | 16% |

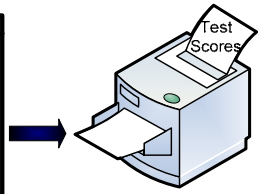
Meets Qualifications → **Applicant Placed on Register**

Must Score at least 70 → **Applicant Placed on Register**

**Applicant takes Test**

There are currently 52 computers available for testing in Frankfort. Regional Test Centers administer tests by appointment only with an average turnaround time of two weeks.

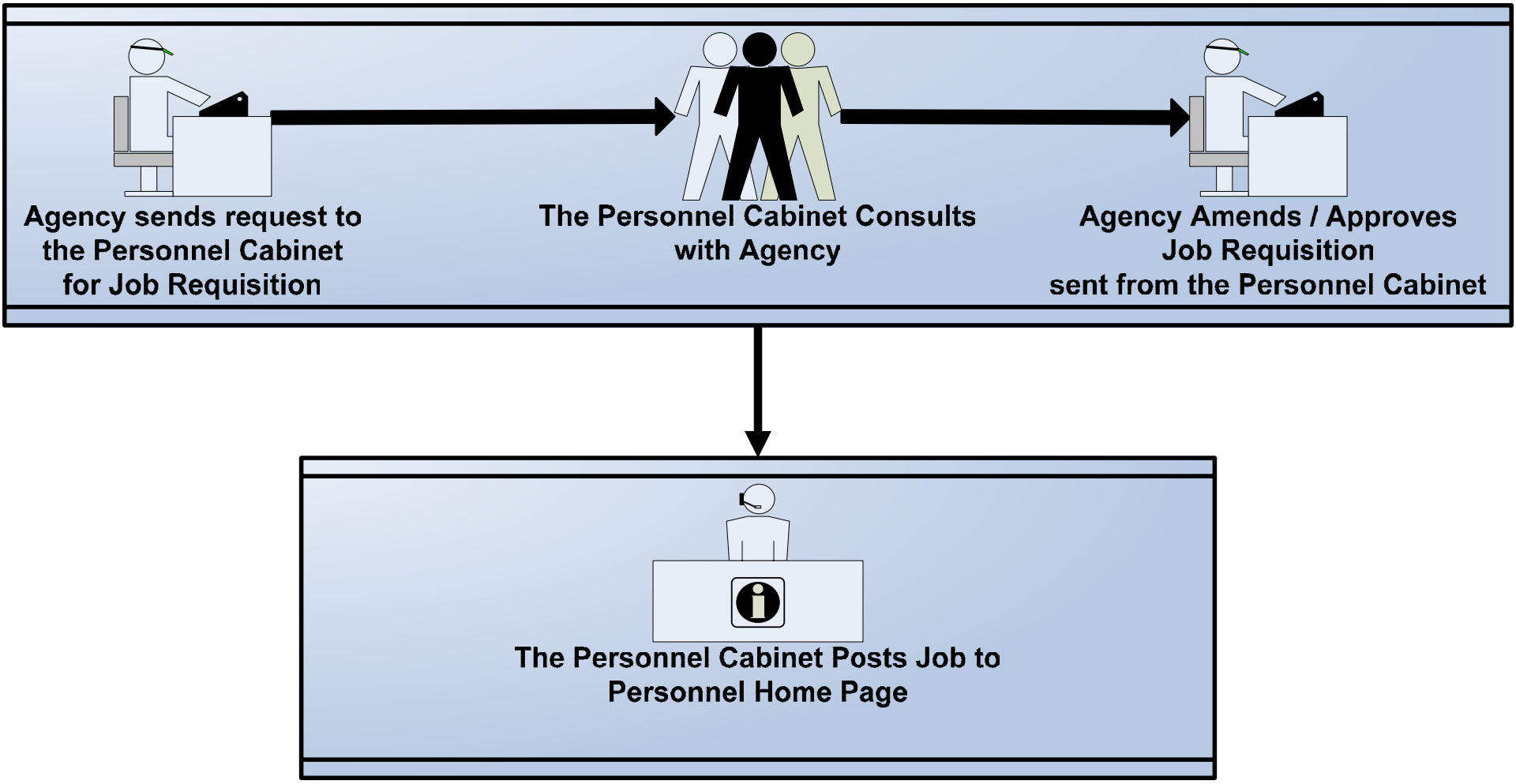
Average test contains 85 questions and can take up to 1 hour or 1.5 hours to complete.




Test scores are provided upon completion of the test unless testing at a Regional Test Center

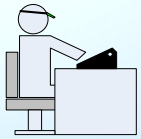
Score Must be at least 70 → **Applicant Placed on Register**

# Posting a Vacancy

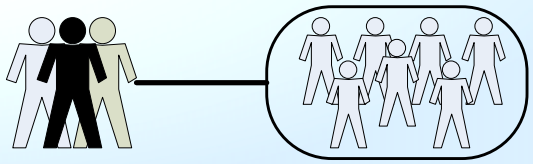


# Working a Register (Certificate)

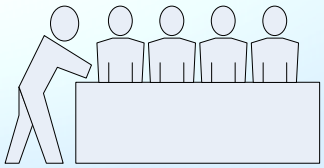
Requesting Agency Reviews and Considers Applicants on Register



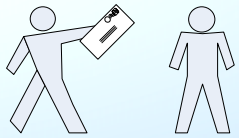
Requesting Agency Select Applicants for Job Interview



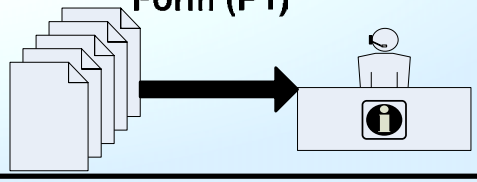
Hiring Manager Makes Recommendation for Hire and Obtains Appointing Authority Approval



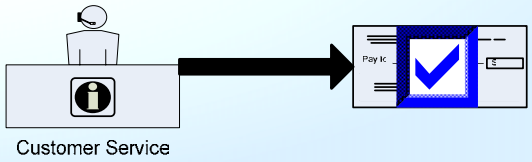
Hiring Manager Makes Offer to Candidate



Agency Returns Completed Register to the Personnel Cabinet Along with Personnel Action Form (P1)



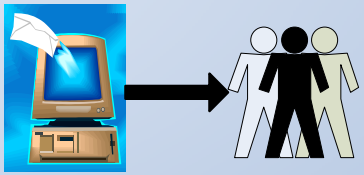
Approved by the Personnel Cabinet and Appointment Process Completed



# Register Certification

**Job Vacancy Announcement Closes**

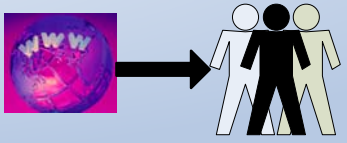
**Vacancy Announcement Register (Certificate) is filled electronically and certified to the requesting agency. Certification is based upon the selection method for the classification.**



**If the selection method is:**
**Qualifying – all applicants on the register are certified**
**Training and Experience (T&E) – top five applicant scores are certified**
**Written - top five applicant scores are certified**

**(Internal Mobility Candidates are included on all certified registers)**

**Register is Viewable by the Requesting Agency to Begin Working the Register**

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# Personnel Statistics

## Applications

- 50,000-60,000 applications received per year
- By 2007, that amount is expected to double resulting in 100,000 to 120,000 applications per year
- **4,000 open vacancies filled annually**
- Staffing Services is approximately 60% Paper Driven
- 60,000 applicants qualified annually

## Employment Testing

- Applicants who test at remote test sites may not make the 10 day window on the job posting because scoring and input of test from remote locations can take up to 10 days.
- Total Number of Tests – 125
- Total Number of Positions Requiring Tests – 227
- Number of Questions – 85 to 130 Maximum Number of Questions
- Average Number of Tests Taken Per Month – 2,000
- Repeat Testing – 35%
- Percent of Tests Taken at Regional Test Centers – 15%
- Show Rate in Remote Test Sites – 42%
- Total Number of Tests Given Annually – 24,418
- Tests are only computer based in Frankfort

## Breakdown of the "Register"

**(A list of candidates that meet the minimum requirements for any given Job Specification)**

- 1-2,000 candidates can be maintained on any given Register

**A Register is maintained:**

- For each class specification: **1,446 registers**
- For each class specification in every county: 1,446 registers x 120 counties= **175,320 registers**
- For two (2) additional registers per county- Internal Mobility and Competitive: 175, 320 x 2 = **350,640 registers**
- For two (2) more additional registers- Full-time and Part-time: 350,640 x 2 = **701,280 registers**

## Employee Count*

| | |
|---|---|
| **Merit:** | |
| Full Time | 32,433 |
| Part Time | 232 |
| **Total** | **32,665** |
| **Non-Merit:** | |
| Executive Branch | 1,640 |
| Legislative Branch | 418 |
| Judicial Branch | 3 |
| **Total -** | **2,061** |

*KRS 18A Defined Employee

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# Selection Methods

## Written

- Applicant meets the minimum education and/or experience requirements and is approved to test for classification
- Applicant may test same day if present at Fair Oaks Ln. OR Applicant may choose to be scheduled to test later
- Once applicant has achieved one of the "top five" scores applicant will be "certified out" for any/all vacancies for that classification if the applicant meets the criteria stated on each vacancy request
- Once the applicant has been "certified out", the requesting agency has the option to interview and/or appoint the applicant

## Training & Experience (T&E)

- Applicant meets the minimum education and/or experience requirements
- Applicant's application, updates & education verification documents are forwarded to the Staffing Analysis Branch
- The application and updates are rated on a "T&E Rating Form" using a T&E Guideline written specifically for that class
- Once the applicant has been "certified out", the requesting agency has the option to interview and/or appoint the applicant

## Qualifying

- Applicant meets the minimum education and/or experience requirements and is placed on the register
- Applicant will be "certified out" for any/all vacancies for that classification during the course of a year
- Once the applicant has been "certified out", the requesting agency has the option to interview and/or appoint the applicant

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